

**BY ORDER OF THE COMMANDER
SCOTT AIR FORCE BASE**

SCOTT AIR FORCE BASE INSTRUCTION 64-101

30 MARCH 2012



Contracting

**CABLE TELEVISION/INTERNET PROTOCOL
TELEVISION SERVICE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Patrick J. Gooley)

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This instruction implements AFI 64-101, *Multi-channel Video Programming Distribution (Broadcast Cable)*, AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures*. This instruction establishes guidelines for requisition, validation, funding and installation of Cable Television Services (CATV) in government offices on Scott AFB. This guidance is applicable to 375th Air Mobility Wing and tenant units residing on Scott AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to 375th Communications Group Plans and Program (CG/SCX) using the AF Form 847, *Recommendation for Change of Publication*. This publication may not be supplemented.

1. Background. As of June 2007, Air Mobility Command has a recurring requirement to allow Internet Protocol Television Distribution System (IPTV), a technology that provides the war-fighter with up-to-date information direct to the desktop, to replace our current reliance on local dedicated CATV transmission. IPTV technology, when combined with contracted multimedia access, enables access to specific nationally broadcast television channels (CNN, MSNBC, Fox News and the Weather Channel), access to military channels, and the capability to support training via the desktop. IPTV reduces costs associated with CATV. CATV funding is now

decentralized. Units, customers, and organizations will be responsible for paying their own CATV service bills using unit funds (where contractually applicable).

2. Responsibilities.

2.1. Unit Commanders will:

- 2.1.1. Appoint a unit CATV/IPTV Monitor. The appointee may be the Unit Requirements Officer with access to CIPS or the Resource Advisor of the requesting unit.
- 2.1.2. Ensure all requests for CATV or IPTV are submitted through the unit CATV or IPTV Monitor.
- 2.1.3. Consider utilizing IPTV, which is provided by 375 CG, prior to procuring commercial cable television services from an authorized local provider. Thoroughly review the requirement for CATV to ensure it is For Official Use Only.
- 2.1.4. Budget, fund and validate CATV installation cost and monthly service fees. Premium channels are unauthorized For Official Use Only. Non-375th Air Mobility Wing (AMW) tenants must fund all of their CATV services.

2.2. Unit CATV/IPTV Monitor will:

- 2.2.1. Serve as the unit CATV focal point for installation and operational management of CATV connections.
- 2.2.2. Ensure all requests are submitted through CIPS and attach a letter, endorsed by their commander that clearly identifies and justifies CATV.
- 2.2.3. Ensure requestors prepare a single-line drawing of the proposed CATV installation area and attach it to CIPS.
- 2.2.4. Directly notify the vendor or designated representative within the customer's facility of any breakdown in service access. Notify 375 CG/SCX if vendor does not provide satisfactory service.
- 2.2.5. Ensure CATV connections are not altered to allow unauthorized hookups. Maintain records on all cable drop locations within their area of responsibility.
- 2.2.6. Assist in the periodic physical inventory of CATV connections within the assigned area of responsibility.

2.3. Base Communications Computer Systems Officer (CSO) will:

- 2.3.1. Serve as the approval authority of all For Official Use Only CATV requests.
- 2.3.2. Appoint a Base CATV Program Manager (PM).
- 2.3.3. Appoint a Base CATV Quality Assurance Evaluator (QAE).

2.4. Base CATV Program Manager will:

- 2.4.1. Assist the contracting officer with the negotiation and administration of CATV Franchise Agreement and related contract actions for television services.
- 2.4.2. Receive and review each CATV requirement submitted for service availability.

2.4.3. Present the requirement to the base communications-computer system officer (CSO) for approval/disapproval.

2.4.4. Assist customers with defining their requirements for television services and, with support organizations, prepare the television services system description, including the Performance Work Statement (PWS).

2.4.5. Work with the QAE to track customer or unit complaints.

2.5. Base CATV Quality Assurance Evaluator will:

2.5.1. Help prepare the PWS, evaluate proposals, and verify that services meet minimum Air Force requirements.

2.5.2. Survey potential installation sites with base civil engineer to assess interference and potential communication issues.

2.5.3. Ensure periodic re-validation and inventory are conducted and documented for all CATV connections.

2.5.4. Maintain periodic revalidation of CATV connections.

2.5.5. Work with customers to identify and remove existing CATV connections that are no longer needed.

2.5.6. Report customer complaints to the PM and contracting officer.

MICHAEL J. HORNITSCHEK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 64-101, *Multi-channel Video Programming Distribution (Broadcast Cable)*, 1 December 2005

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIS)*, 6 May 2009

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005

Prescribed Forms

None

Adopted Forms

AF 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

CATV—Cable Television

CIPS—Cyber Infrastructure Planning System

CSO—Computer Systems Officer

IPTV—Internet Protocol Television

PM—Program Manager

PWS—Performance Work Statement

QAE—Quality Assurance Evaluator

Terms

Government Office—Any area or room not designated on the Base Real Estate Plan as living quarters or commercial facilities.

CATV Service—Commercial CATV package purchased from the Scott AFB contracted commercial vendor providing service over the base cable system.

For Official Use Only—Appropriated funds may be used to pay for CATV services authorized in accordance with AFI 64-101, AFI 65-106, and AFI 65-601 Volume 1. If IPTV meets the mission needs, then it should be used instead of CATV services.

Unauthorized Hookup—Any hookup or splice from an existing cable that was not installed by a representative of the commercial CATV vendor.

Premium Channels—Any channel not included in basic service.

Cyberspace Infrastructure Planning System (CIPS)—Communications requirement processing system, replaced the AF Form 3215.